7 Requirements Mapped to Business Scenario/Use Case

As part of the response to the initial version of the SRD, MAXIMUS provided tables entitled Requirements Mapping Cross Reference that listed errors in requirements cross referencing between the requirements table (Section 7 - Requirements Mapped to Business Scenario / Use Case) and associated Business Scenarios and Use Cases. The attached tables contain the AMS corrections to requirements mapping and cross referencing based on MAXIMUS comments.

As part of the preparation of the SRD, AMS conducted internal sessions to discuss the assignment of requirements to Business Scenarios and Use Cases. During these sessions, requirements were categorized as Functional, Technical/Functional, Technical, and General System. All requirements categorized as Functional or Technical/Functional were mapped to Business Scenarios and Use Cases. Requirements categorized as Technical were not mapped to work products in the SRD– these requirements are addressed in the SAS, System Architecture Specifications Deliverable. Requirements categorized as General System were not mapped to specific Business Scenarios or Use Cases, but must be addressed by the system as a whole. Lack of a Business Scenario or a Use Case cross-reference to these requirements is not an indication that these requirements are unaddressed. As per the contract requirements, AMS continues to be committed to completing the LAKIDS design.

Following the analysis of requirement categorization and mapping, the requirement categories and mappings were entered into Rational RequisitePro, the requirements tracking tool used by LAKIDS.

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7.1 Requirements Table

Requirements	Category	RFP	Federal SACWIS Priority	Associated Business Scenarios	Associated Use Cases
LA1: Provide States with automated support to meet the Adoption and Foster Care reporting requirements through the collection, maintenance, integrity checking and electronic transmission of the data elements specified by the Adoption and Foster Care Analysis and Reporting System (AFCARS) requirements, mandated in the final rule (45 CFR Parts 1355, 1356 and 1357) and as expanded 1/25/2000 in Federal Register 65-16 (4019-4093).	Technical / Functional	Yes	Federal Mandatory	CM18-BS, SM16-BS, SM17-BS, SM18-BS, SM19-BS, SM20-BS, SM21-BS, SM22-BS, SM23-BS, SM24-BS	CM21-UC, SM22-UC, SM23-UC, SM24-UC, SM25-UC, SM26-UC, SM27-UC, SM28-UC, SM29-UC, SM30-UC, SM31-UC, SM32-UC
LA2: Provide for the support of system interfaces and integration necessary for the coordination of services with other Federally assisted programs and for the elimination of paperwork and duplication of data collection and data entry, specifically AFCARS, NCANDS, titles IV-A, IV-B, IV-D, IV-E, XIX and XX (SSBG). NOTE: Title XX (SSBG) is optional.	Technical	Yes	Federal Both		
LA3: Provide more efficient, economical and effective administration of programs within States. This includes program management and administration for all services and case processing.	General System	Yes	Federal Mandatory		
LA4: Develop and maintain an interagency database on agency client populations receiving services.	Functional	Yes	Federal Both	SM12-BS, SM13-BS, SM23-BS, SM24-BS	CM05-UC
LA5: Produce and disseminate management reports that contain descriptive, statistical and trend data on agency clients by specific programs.	Functional	Yes	Federal Mandatory	CM13-BS, CM18-BS	CM16-UC, CM17-UC, CM18-UC, CM21-UC
LA6: Develop and maintain an interagency historical tracking system of agency clients receiving services by which to analyze movement patterns within and across specific programs.	Functional	Yes	Federal Mandatory	CM13-BS, CM18-BS, SM12-BS, SM13-BS, SM14-BS, SM15-BS, SM23-BS, SM24-BS	CM05-UC, CM16-UC, CM17-UC, CM21-UC, SM18-UC, SM19-UC, SM20-UC, SM21-UC
LA7: Provide an information system in which future trends can be forecast by the use of statistical or analytical data.	Functional	Yes	Federal Mandatory	CM12-BS, CM13-BS, CM18-BS	CM14-UC, CM16-UC, CM17-UC, CM18-UC, CM21-UC
LA8: Develop and maintain an informational base that can be cross-sectioned on a variety of client, provider or financial related issues by which OCS can respond expeditiously.	General System	Yes	Federal Mandatory		

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Requirements	Category	RFP	Federal SACWIS Priority	Associated Business Scenarios	Associated Use Cases
LA9: Develop and maintain a payment system that assures prompt, accurate payments are made to providers and OCS staff for client services.	Functional	Yes	Federal Mandatory	FM02-BS, FM08-BS, FM09-BS, FM10-BS, FM11-BS, FM12-BS, FM13-BS, FM14-BS, FM15-BS, FM16-BS, FM17-BS	FM04-UC, FM05-UC, FM15-UC, FM16-UC, FM17-UC, FM18-UC, FM19-UC, FM20-UC, FM21-UC, FM22-UC, FM23-UC, FM24-UC, FM25-UC
LA10: Enhance case decision making and planning by providing improved data integration and expert systems.	General System	Yes	Federal Both		
LA11: Enhance document, form, letter, and notice generation as dictated by Agency needs.	Functional	Yes	Federal Mandatory	CM16-BS	CM19-UC
LA12: Enhance case record maintenance and to move toward electronic case records.	General System	Yes	Federal Mandatory		
LA13: Enhance program effectiveness, outcome and quality assurance measures.	Functional	Yes	Federal Mandatory	CM18-BS	CM21-UC
LA14: Enhance service planning, delivery, tracking and payment.	Functional	Yes	Federal Mandatory	CM17-BS, FM08-BS, FM09-BS, FM10-BS, FM11-BS, FM12-BS, FM13-BS, FM14-BS, FM15-BS, FM16-BS, FM17-BS, SM12-BS, SM13-BS, SM14-BS, SM15-BS, SM23-BS, SM24-BS	CM05-UC, CM20-UC, FM15-UC, FM16-UC, FM17-UC, FM18-UC, FM19-UC, FM20-UC, FM21-UC, FM22-UC, FM23-UC, FM24-UC, FM25-UC, SM18-UC, SM19-UC, SM20-UC, SM21-UC
LA15: Enhance commonality of data usage and provide seamless flow through the various agency programs and service delivery systems, yet address uniqueness of each child and family.	General System	Yes	State Only		
LA16: Enhance OCS staff morale and job satisfaction by providing workers with professional, intuitive, reliable and flexible information systems.	General System	Yes	State Only		
LA17: Client identification - information that is specific enough to uniquely identify each child and adult in a manner that facilitates case management and prevents duplication in caseload counts.	Functional	Yes	Federal Both	SM01-BS	SM01-UC, SM02-UC

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Requirements	Category	RFP	Federal SACWIS Priority	Associated Business Scenarios	Associated Use Cases
LA18: Referral information - information which records both initial contacts regarding allegations of abuse or neglect and the results of subsequent actions, such as investigations and hearings. A second type of referral information, that which identifies the agency or person who referred the child and the reason for that referral will also be collected, as will any request for service received by the agency, whether from an individual, another agency, state, or competent court of jurisdiction.	Functional	Yes	Federal Both	SM01-BS, SM04-BS, SM05-BS, SM06-BS, SM07-BS, SM11-BS	SM01-UC, SM03-UC, SM06-UC, SM07-UC, SM08-UC, SM09-UC, SM10-UC, SM11-UC, SM12-UC, SM13-UC, SM15-UC, SM16-UC, SM17-UC
LA19: Client background and characteristics - information about the client's prior involvement with the child welfare sector as well as (characteristics and special needs of the child or adult that are needed to develop service or treatment plans and to monitor progress.	Functional	Yes	Federal Mandatory	SM01-BS, SM05-BS, SM07-BS	SM01-UC, SM02-UC, SM03-UC, SM07-UC, SM08-UC, SM10-UC, SM12-UC
LA20: Family background and characteristics - pertinent information about parents, siblings, relatives, household members and any significant others.	Functional	Yes	Federal Mandatory	SM01-BS, SM05-BS, SM07-BS	SM01-UC, SM02-UC, SM03-UC, SM07-UC, SM08-UC, SM10-UC, SM12-UC
LA21: Status information - includes a variety of specific information such as legal status and custody, placement category and location, reason for placement, court of jurisdiction, judge, eligibility status, and information about case priority or activity level.	Functional	Yes	Federal Both	FM03-BS, SM01-BS, SM11-BS, SM16-BS, SM17-BS, SM18-BS, SM19-BS	FM08-UC, SM13-UC, SM15-UC, SM16-UC, SM17-UC, SM22-UC, SM23-UC, SM24-UC, SM25-UC
LA22: Resource or service provider information - identification of service provider, characteristic of provider, services provided, intake criteria and placement/resource availability.	Functional	Yes	Federal Both	CM12-BS, CM17-BS, PM01-BS, PM02-BS, PM03-BS, PM06-BS, PM08-BS, PM09-BS, PM15-BS, PM16-BS	CM14-UC, CM20-UC, PM01-UC, PM02-UC, PM16-UC, PM19-UC, PM34-UC, PM36-UC
LA23: Service delivery information - information that focuses on the specific services provided in order to facilitate an evaluation of the child's or family's progress, identify any shared responsibility for the client, and permit an assessment of the case outcome in terms of services utilized.	Functional	Yes	Federal Mandatory	SM12-BS, SM13-BS, SM14-BS, SM15-BS	CM05-UC, SM18-UC, SM19-UC
LA24: Adoption case related information - includes information about the child and both the biological and prospective adoptive parents and the petition process.	Functional	Yes	Federal Mandatory	SM20-BS, SM21-BS, SM22-BS, SM23-BS, SM24-BS, SM25-BS	SM26-UC, SM27-UC, SM28-UC, SM29-UC, SM30-UC, SM31-UC, SM32-UC

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Requirements	Category	RFP	Federal SACWIS Priority	Associated Business Scenarios	Associated Use Cases
LA25: Eligibility and financial information - includes information regarding payments, checks, rates, audits, budgets, payable authorizations, encumbrances, client contributions, funding rules, sources, changes, strategies and decisions as to eligibility determination.	Functional	Yes	Federal Mandatory	FM01-BS, FM02-BS, FM03-BS, FM04-BS, FM05-BS, FM07-BS, FM08-BS, FM09-BS, FM10-BS, FM11-BS, FM12-BS, FM13-BS, FM14-BS, FM15-BS, FM16-BS, FM17-BS	FM01-UC, FM02-UC, FM03-UC, FM04-UC, FM05-UC, FM07-UC, FM08-UC, FM09-UC, FM10-UC, FM11-UC, FM12-UC, FM14-UC, FM15-UC, FM16-UC, FM17-UC, FM18-UC, FM19-UC, FM20-UC, FM21-UC, FM22-UC, FM23-UC, FM24-UC, FM25-UC, FM26-UC, FM27-UC
LA26: Outcome and case closure information - includes such things as how and why and when the case moved through certain stages to closure. Also includes client placement tracking information, recidivism, performance and treatment outcomes, goal achievement and overall whether clients needs are being met timely and satisfactorily.	Functional	Yes	Federal Both	SM01-BS, SM02-BS, SM03-BS, SM04-BS, SM05-BS, SM06-BS, SM07-BS, SM11-BS	SM01-UC, SM03-UC, SM04-UC, SM05-UC, SM06-UC, SM09-UC, SM15-UC, SM16-UC, SM17-UC
LA27: Provision to share selected information between program units, agencies, and sectors, in accordance with confidentiality and security policies that support a client's right to privacy as well as a client's rights to receive services.	Technical / Functional	Yes	Federal Both	CM10-BS, CM12-BS	CM12-UC, CM13-UC, CM14-UC
LA28: Ability to obtain both historical and current information about a particular client, family, or provider and about aggregate groupings.	General System	Yes	Federal Mandatory		
LA29: Preparation of reminder and schedule information for individuals as well as for groups of clients (e.g., forthcoming court hearings, court and case review dates, listing of service plans and case events coming due and overdue).	Functional	Yes	Federal Both	CM01-BS, CM02-BS	CM01-UC, CM02-UC
LA30: Ability to access pertinent policy by word, subject, or within the context of activity performed.	Functional	Yes	Federal Optional	CM04-BS	CM04-UC
LA31: Preparation of automated or hard copy listings ranging from a list of caseworker's cases to listing of children by placement facility and/or geographical or political jurisdiction.	Functional	Yes	Federal Mandatory	CM13-BS, WM02-BS	CM16-UC, WM05-UC
LA32: Preparation of form letters for requesting information about a client's status or progress or providing feedback.	Functional	Yes	Federal Mandatory	CM16-BS	CM19-UC

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Requirements	Category	RFP	Federal SACWIS Priority	Associated Business Scenarios	Associated Use Cases
LA33: Compilation and extract of appropriate Federal data.	Functional	Yes	Federal Mandatory	CM13-BS	CM16-UC, CM17-UC, CM18-UC
LA34: Compilation and preparation of appropriate program administrative and management reports.	Functional	Yes	Federal Mandatory	CM13-BS, CM18-BS	CM16-UC, CM17-UC, CM18-UC, CM21-UC
LA35: Processing and reporting of various types of general trend analysis as well as specific analyses relating to such things as changes in referral or placement rates.	Functional	Yes	Federal Mandatory	CM13-BS, CM18-BS	CM16-UC, CM17-UC, CM18-UC, CM21-UC
LA36: Ability to record and process any financial transactions including payment by check, electronic funds transfer, recoupment of overpayments, refunds and to link to external financial systems so as to ensure appropriate reporting of program costs.	Technical / Functional	Yes	Federal Mandatory	FM01-BS, FM02-BS, FM08-BS, FM09-BS, FM10-BS, FM11-BS, FM12-BS, FM13-BS, FM14-BS, FM15-BS, FM16-BS, FM17-BS	FM01-UC, FM02-UC, FM03-UC, FM04-UC, FM05-UC, FM15-UC, FM16-UC, FM17-UC, FM18-UC, FM19-UC, FM20-UC, FM21-UC, FM22-UC, FM23-UC, FM24-UC, FM25-UC, FM27-UC
LA37: Ability to record and process eligibility transactions, decisions, and redetermination.	Functional	Yes	Federal Mandatory	FM03-BS	FM06-UC, FM07-UC, FM08-UC, FM09-UC
LA38: Ability to request and format selected data using parameter-driven ad-hoc reporting capabilities.	Technical / Functional	Yes	Federal Mandatory	CM13-BS	CM18-UC
LA39: Deliver prompt and effective services to children and their families.	Functional	Yes	State Only	SM12-BS, SM13-BS, SM14-BS, SM15-BS, SM23-BS, SM24-BS	CM05-UC, SM18-UC, SM19-UC, SM20-UC, SM21-UC, SM30-UC, SM31-UC, SM32-UC
LA40: Facilitate interagency coordination.	General System	Yes	Federal Both		
LA41: Address the essential need to develop better-shared information about each child who is separated from his/her family.	Functional	Yes	State Only	SM16-BS, SM17-BS, SM18-BS, SM19-BS	SM22-UC, SM23-UC, SM24-UC, SM25-UC
LA42: Apply information technology to the needs of children in an intelligent and thoughtful way.	General System	Yes	Federal Both		
LA43: Respond to local, State, and Federal information and reporting requirements with the most up-to-date aggregate and case-level reports.	Technical / Functional	Yes	Federal Mandatory	CM13-BS, CM18-BS	CM16-UC, CM17-UC, CM18-UC, CM21-UC
LA44: Be cost-effective yet highly flexible for maximum user friendliness.	General System	Yes	State Only		
LA45: Respond to requirements of all participating organizational units.	General System	Yes	State Only		

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Requirements	Category	RFP	Federal SACWIS Priority	Associated Business Scenarios	Associated Use Cases
LA46: Provide maximum flexibility. The system must be adapted easily to different data processing environments, interfaced with other relevant applications and systems, and adapted easily to changes in reporting requirements.	Technical	Yes	Federal Both		
LA47: Include basic intake data, plus a record of the child's and family's case goal progress and treatment and performance outcomes.	Functional	Yes	Federal Both	SM01-BS, SM12-BS, SM13-BS	SM01-UC, SM15-UC, SM16-UC
LA48: Maintain a resource directory to indicate available service providers by geographic area, by service, etc.	Functional	Yes	Federal Optional	CM12-BS, CM17-BS	CM14-UC, CM20-UC
LA49: Provide for the careful and full protection of all clients' rights to privacy and confidentiality through effective internal and external security controls that meet or exceed all legal requirements and official regulations on the subject.	Functional	Yes	Federal Mandatory	CM09-BS, CM10-BS	CM11-UC, CM12-UC, CM13-UC
LA50: Collect and provide data for the purposes of staff assignments and staff utilization.	Functional	Yes	Federal Both	WM02-BS, WM03-BS	WM04-UC, WM05-UC, WM06-UC, WM07-UC
LA51: Provide critical information timely and meaningfully to assess program policy and planning needs.	General System	Yes	Federal Mandatory		
LA52: Provide for automated linkages to other critical information systems and secure access by others.	Technical	Yes	Federal Both		
LA53: Allow generated information to be selective in nature and allow reports to be output on an "as needed" basis through the use of a modular, and on-line, reporting methodology.	Technical / Functional	Yes	Federal Mandatory	CM13-BS	CM16-UC, CM17-UC, CM18-UC
LA54: Provide a query and report structure that satisfies eight basic levels: the agency State Office administrators and managers; the agency Regional Office administrators and managers; the agency Parish Office administrators and managers; Casework supervisor; the caseworker; the clerical and case worker assistants; the various supporting staff associated with OCS programs, andthe agency's providers and community resources and stakeholders.	Functional	Yes	Federal Mandatory	CM12-BS, CM13-BS, CM18-BS	CM14-UC, CM16-UC, CM17-UC, CM18-UC, CM21-UC
LA55: Assist in overall workload management by providing a simple and flexible view of caseload.	Functional	Yes	Federal Both	WM02-BS, WM03-BS	WM04-UC, WM05-UC, WM06-UC, WM07-UC
LA56: Provide for the flexible sorting, organizing and formatting of workload and caseload by a number of criteria such as by month, event, topic, family, court, client, etc.	Functional	Yes	Federal Optional	CM12-BS, WM02-BS, WM03-BS	CM14-UC, WM04-UC, WM05-UC, WM06-UC, WM07-UC

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Requirements	Category	RFP	Federal SACWIS Priority	Associated Business Scenarios	Associated Use Cases
LA57: Assist in producing assessments and establishing viable service plans employing all available services effectively.	Functional	Yes	Federal Both	SM01-BS, SM05-BS, SM08-BS, SM09-BS, SM10-BS, SM12-BS, SM13-BS, SM14-BS, SM15-BS	SM01-UC, SM13-UC, SM14-UC, SM15-UC, SM16-UC, SM18-UC, SM19-UC, SM20-UC, SM21-UC
LA58: Help achieve plans by keeping the status of each child visible and current.	Functional	Yes	State Only	SM12-BS, SM13-BS, SM14-BS, SM15-BS	SM18-UC, SM19-UC, SM20-UC, SM21-UC
LA59: Provide automatic reminders and notifications to all parties of upcoming events and review dates of scheduled events such as family team conferences, court hearings or medical examinations.	Functional	Yes	Federal Both	CM01-BS, CM02-BS, CM16-BS	CM01-UC, CM02-UC, CM19-UC
LA60: Provide the ability to obtain client identification data, previous client contact information, and data on service providers and their services.	Functional	Yes	Federal Mandatory	CM17-BS, SM01-BS	CM21-UC, SM01-UC, SM02-UC, SM03-UC
LA61: Automatically produce many routine and official reports required by State or Federal statutes and regulations.	Functional	Yes	Federal Mandatory	CM13-BS, CM18-BS	CM16-UC, CM17-UC, CM18-UC, CM21-UC
LA62: Provide automated support for resource management and adoption services.	Functional	Yes	Federal Both	PM01-BS, PM02-BS, PM03-BS, SM20-BS, SM21-BS, SM22-BS, SM23-BS, SM24-BS	PM07-UC, PM08-UC, SM26-UC, SM27-UC, SM28-UC, SM29-UC, SM30-UC, SM31-UC, SM32-UC
LA63: Provide a simpler method for random moment sampling related to cost allocation.	Functional	Yes	State Only	FM06-BS	FM13-UC
LA64: Provide automated notification and data provision for eligibility determination and redetermination as time or situations change.	Functional	Yes	Federal Mandatory	CM01-BS, CM02-BS, FM03-BS	CM01-UC, CM02-UC, FM06-UC, FM07-UC, FM08-UC, FM09-UC
LA65: Make it easier to transfer a case from one caseworker to another.	Functional	Yes	State Only	WM02-BS, WM03-BS	WM04-UC, WM06-UC, WM07-UC
LA66: Confirm the acceptance of case transfers or requests for additional information.	Functional	Yes	State Only	WM02-BS	WM04-UC, WM06-UC, WM07-UC
LA67: Demonstrate more clearly the different intensity of work required for each and every case.	Functional	Yes	State Only	WM02-BS	WM05-UC
LA68: Provide a single efficient method for worker reimbursement of all work-related expenses.	Functional	Yes	State Only	FM17-BS	FM18-UC, FM22-UC, FM24-UC
LA69: Provide alerts and warnings as to probable inconsistencies in data.	General System	Yes	Federal Mandatory		
LA70: Provide automated immediate and relevant access to policy manuals and memoranda.	Functional	Yes	Federal Optional	CM04-BS	CM04-UC

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Requirements	Category	RFP	Federal SACWIS Priority	Associated Business Scenarios	Associated Use Cases
LA71: Eliminate the need to duplicate or manually record any information already known to the system.	General System	Yes	Federal Mandatory		
LA72: Provide automated referral whenever possible to resources for services.	Functional	Yes	Federal Optional	CM17-BS	CM20-UC
LA73: Provide automated flow in logical progression of data and windows to enhance worker orientation and familiarization of the system yet allow deviations as desired by the worker.	General System	Yes	State Only		
LA74: Provide a flexible simple view of the most critical information as determined by the worker so as not to overwhelm the worker with irrelevant and incomprehensible data.	General System	Yes	State Only		
LA75: Support quick access to data for current and historical cases by worker or unit.	General System	No	Federal Mandatory		
LA76: Be user friendly, easily learned and seamlessly integrated into workflow and with other work tools such as word processing applications.	General System	Yes	Federal Optional		
LA77: Provide notification of coming due and overdue events.	Functional	Yes	Federal Mandatory	CM01-BS, CM02-BS	CM01-UC, CM02-UC
LA78: Support automated flow of required requests and approvals/authorizations or denials.	Functional	Yes	Federal Optional	CM03-BS	CM03-UC
LA79: Support monitoring of workload and case progress to assure completion of work in required time frames and successful outcomes.	Functional	Yes	Federal Mandatory	CM01-BS, CM02-BS, WM02-BS, WM03-BS	CM01-UC, CM02-UC, WM04-UC, WM05-UC, WM06-UC, WM07-UC
LA80: (1) Provide access and notification of worker and (2) foster/adoptive parent training needs, schedules and completion. NOTE: (1) is optional while (2) is mandatory	Functional	Yes	Federal Both	PM01-BS, PM02-BS, PM03-BS, WM01-BS	PM04-UC, PM05-UC, WM03-UC
LA81: Highlight problem areas, such as cases that are unassigned or differences in process time between two areas.	Functional	Yes	State Only	WM02-BS, WM03-BS	WM04-UC, WM05-UC, WM06-UC, WM07-UC
LA82: Provide tools for matching cases with resources and notify appropriate parties of areas where lack of resources exist.	Functional	Yes	Federal Optional	CM12-BS, CM17-BS, SM16-BS, SM17-BS, SM18-BS, SM19-BS	CM14-UC, CM20-UC, SM22-UC, SM23-UC, SM24-UC, SM25-UC
LA83: Provide electronic referrals and information packets to placement resources and other providers of services and permit electronic response reply.	Technical / Functional	Yes	Federal Optional	CM17-BS, PM01-BS, PM02-BS, PM03-BS, PM05-BS, PM06-BS, PM08-BS, PM09-BS	CM20-UC, PM03-UC, PM04-UC, PM06-UC, PM10-UC, PM11-UC, PM19-UC, PM23-UC
LA84: Provide a comprehensive picture of weighted case distribution among workers and support automated caseload distribution and redistribution within and across units.	Functional	Yes	Federal Optional	WM02-BS	WM05-UC

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Requirements	Category	RFP	Federal SACWIS Priority	Associated Business Scenarios	Associated Use Cases
LA85: Provide collective service facts to advocate and plan for improvements in resource allocations, legal procedures, staffing, community resources, gaps in resources, and coordination of community wide planning for children and family needs.	Functional	Yes	Federal Mandatory	PM01-BS, PM03-BS	PM01-UC
LA86: Provide factually based information to support presentations to the executive and legislative bodies responsible for allocating resources.	Functional	Yes	Federal Mandatory	CM13-BS	CM16-UC, CM17-UC, CM18-UC
LA87: Provide meaningful statistical reports that record aggregate client movement data and types of services rendered, and case outcomes to help evaluate the appropriateness of services, the impact agencies have on improving the quality of life for their clients and to help identify the unmet or under met service needs.	Functional	Yes	Federal Mandatory	CM13-BS, CM18-BS	CM16-UC, CM17-UC, CM18-UC, CM21-UC
LA88: Improve coordination between those agencies responsible for helping children and their families.	General System	Yes	Federal Both		
LA89: Identify trends in demographic flows and service delivery.	Functional	Yes	Federal Mandatory	CM13-BS, CM18-BS	CM16-UC, CM17-UC, CM18-UC, CM21-UC
LA90: Identify bottlenecks in the service delivery process.	Functional	Yes	State Only	CM13-BS, CM18-BS	CM16-UC, CM17-UC, CM18-UC, CM21-UC
LA91: Give more attention to programs which are successful.	General System	Yes	State Only		
LA92: Improve the cost effectiveness of service delivery while providing data to advocate for improving outcomes with additional resources.	Functional	Yes	Federal Optional	CM18-BS	CM21-UC
LA93: Assist in integrating data entry and assimilation of corresponding documentation effectively.	General System	Yes	Federal Optional		
LA94: Aid in channeling workflow through the worker to the most appropriate available service resource in and beyond the unit, agency and community.	Functional	Yes	Federal Optional	WM02-BS, WM03-BS	WM04-UC, WM06-UC, WM07-UC
LA95: Support the workers, supervisors and administrator's needs by promoting timely interaction and quality feedback.	Functional	Yes	State Only	CM01-BS, CM02-BS, CM03-BS, WM01-BS, WM02-BS, WM03-BS	CM01-UC, CM02-UC, CM03-UC, WM01-UC, WM02-UC, WM03-UC, WM04-UC, WM05-UC, WM06-UC, WM07-UC
LA96: Track and monitor cases and work status in terms of current whereabouts and progress.	Functional	Yes	Federal Mandatory	CM01-BS, WM02-BS, WM03-BS	CM01-UC, WM04-UC, WM05-UC, WM06-UC, WM07-UC

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Requirements	Category	RFP	Federal SACWIS Priority	Associated Business Scenarios	Associated Use Cases
LA97: Prevent the client, family, provider, case or record from getting "lost" or duplicatively assigned due to online presence and search algorithms.	Technical	Yes	State Only		
LA98: Decrease ambiguity and "waiting around" time, and duplication in work assignments.	Functional	Yes	State Only	CM01-BS, CM03-BS	CM01-UC, CM03-UC
LA99: The Louisiana SACWIS must operate uniformly as a single system throughout the State. All functionality in the Louisiana SACWIS must be made available to all OCS employees throughout the 64 parishes in the statewide system.	Technical	Yes	Federal Mandatory		
LA100: The Louisiana SACWIS must have the capability to capture ASFA data for reporting and notification purposes. The automated system must generate notification to OCS staff of upcoming tasks necessary for compliance with Federal mandates.	Functional	Yes	Federal Optional	CM02-BS, SM01-BS, SM05-BS, SM08-BS, SM09-BS, SM10-BS, SM11-BS, SM12-BS, SM13-BS, SM14-BS, SM16-BS, SM17-BS, SM18-BS, SM19-BS, SM20-BS, SM21-BS, SM22-BS, SM23-BS, SM24-BS	CM02-UC, SM01-UC, SM08-UC, SM13-UC, SM14-UC, SM15-UC, SM16-UC, SM17-UC, SM18-UC, SM19-UC, SM20-UC, SM22-UC, SM23-UC, SM24-UC, SM25-UC, SM26-UC, SM27-UC, SM28-UC, SM29-UC, SM30-UC, SM31-UC, SM32-UC
LA101: The relationship of a case, family (or caretakers), and client. The key to the use of the database will be the definition of the possible relationships involved in any case. Each caseworker based on the focus of service delivery, must work with cases from his or her unique view of these relationships.	Functional	Yes	Federal Mandatory	SM01-BS, SM05-BS, SM12-BS, SM13-BS	SM01-UC, SM08-UC, SM18-UC, SM19-UC

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LA102: The search and retrieval needs of workers and supervisors. Due to the nature of OCS services, access to data concerning children and families in an expedient manner is critical. As discussed in the previous section, one of the primary reasons for implementing the Louisiana SACWIS is to offer parish workers and other responsible parties better access to data on children and their families. Since many contacts with children and families occur during situations of potential crisis, existing case information must be available for quick retrieval by investigators, intake workers, ongoing caseworkers and supervisors. Navigation through the database must not be cumbersome or difficult or slow. Both Region and Parish workers must see the system as a tool for assisting them in delivery of services, not as an added burden. The search process must have the capability to perform searches on a wide variety of criteria, including partial word searches and searches on address or other known data. Phonetic or other types of searches (for example, pattern recognition algorithms) would be preferable for this function.	Technical / Functional	Yes	Federal Mandatory	CM12-BS, SM05-BS, SM07-BS	CM14-UC, SM08-UC, SM10-UC, SM12-UC
LA103: The replacement, standardization, and reduction of forms. Much of the existing workload defined by State, region and parish staff is driven by the completion of forms, which record the status of a case or client at several points in the service delivery process. Important to this feature is that data should be entered once, not entered multiple times by multiple workers. Information held in the system must be printed upon request in a range of formats to satisfy the need for hardcopy documentation.	Technical	Yes	Federal Mandatory		
LA104: Automation of OCS Family Risk Assessment, Case Plan and Safety Plan. These documents and processes clearly outline the effort to provide caseworkers and related parties with access to tools and data that elevate their ability to a) assess the risk to children and families in crisis within the State regardless of parish or agency boundaries; and b) identify the needs of this vulnerable population.	Functional	Yes	Federal Mandatory	SM01-BS, SM05-BS, SM06-BS, SM07-BS, SM08-BS, SM09-BS, SM10-BS, SM12-BS, SM13-BS, SM14-BS, SM15-BS	SM01-UC, SM03-UC, SM07-UC, SM08-UC, SM10-UC, SM11-UC, SM12-UC, SM13-UC, SM14-UC, SM15-UC, SM16-UC, SM18-UC, SM19-UC, SM20-UC, SM21-UC

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LA105: Automation of referral packets and reports such as, but not limited to, court report, placement packet, therapist, and district attorney.	Functional	Yes	Federal Optional	CM13-BS, CM16-BS, SM06-BS, SM11-BS, SM16-BS, SM17-BS, SM18-BS, SM19-BS	CM16-UC, CM17-UC, CM18-UC, CM19-UC, SM11-UC, SM17-UC, SM22-UC, SM23-UC, SM24-UC, SM25-UC
LA106: Automation of communication and reporting to the agency by providers, i.e. health, school progress, family visitation, appointments.	Technical / Functional	Yes	Federal Optional	SM01-BS, SM12-BS, SM13-BS	SM01-UC, SM18-UC, SM19-UC
LA107: Automation of ICPC process.	Functional	Yes	Federal Mandatory	SM02-BS, SM03-BS	SM04-UC, SM05-UC
LA108: Automation of voluntary adoption reunion registry.	Functional	Yes	State Only	SM25-BS	SM33-UC
LA109: Automation of quality assurance processes and reporting.	Functional	Yes	Federal Mandatory	CM13-BS, CM16-BS, CM18-BS	CM16-UC, CM17-UC, CM18-UC, CM19-UC, CM21-UC
LA110: Automation of services to other agencies and intra-agency request such as client travel arrangements or mental health therapy.	Functional	Yes	Federal Optional	SM12-BS, SM13-BS	CM05-UC, SM18-UC, SM19-UC
LA111: Automation of day care and FINS service provision and tracking.	Functional	Yes	State Only	SM12-BS	CM05-UC, SM18-UC
LA112: Automation of licensing and certification process including foster care and child care facilities.	Functional	Yes	Federal Mandatory	PM01-BS, PM02-BS, PM03-BS	PM03-UC, PM10-UC, PM11-UC
LA113: Automation of Title IV-E Foster Care Maintenance Redetermination.	Functional	Yes	Federal Mandatory	FM03-BS	FM09-UC
LA114: Automation of fiscal and accounting functions including eligibility for services and fiscal reporting.	Functional	Yes	Federal Mandatory	FM01-BS, FM02-BS, FM03-BS	FM01-UC, FM02-UC, FM03-UC, FM04-UC, FM05-UC, FM06-UC, FM07-UC, FM08-UC, FM09-UC, FM27-UC
LA115: A common graphical user interface (GUI) which will allow workers to use the PC desktop platform functions along with the business application functions or the integrated interfaces from the same device, using a point and click application entry. This entry should be seamless and intuitive in accessing the appropriate functions of the Louisiana SACWIS.	Technical	Yes	State Only		
LA116: Consistent methods to enter, update and retrieve data across the entire Louisiana SACWIS database. Users who understand one function of the Louisiana SACWIS should feel comfortable with all functions. All screens, files, icons and menus should have the same look and feel.	Technical	Yes	State Only		

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LA117: Enough intuitive processes so that users can navigate or exit from any screen or function and not require technical expertise.	Technical	Yes	State Only		
LA118: On-line, context sensitive screen and field level help.	Functional	Yes	Federal Optional	CM04-BS	CM04-UC
LA119: Record specified information obtained in the course of responding to calls.	Functional	Yes	Federal Optional	SM01-BS	SM01-UC, SM03-UC
LA120: Track both emergency and non-emergency placement services.	Functional	Yes	Federal Mandatory	SM16-BS, SM17-BS, SM18-BS, SM19-BS	CM05-UC, SM22-UC, SM23-UC, SM24-UC, SM25-UC
LA121: Inform all parties involved of the ongoing activities related to each child or family group.	Functional	Yes	Federal Both	CM02-BS, PM01-BS, PM02-BS, PM03-BS, PM05-BS, PM06-BS, PM08-BS, PM09-BS, PM11-BS, PM12-BS, PM13-BS, SM12-BS, SM13-BS, SM14-BS, SM15-BS	CM02-UC, PM07-UC, PM08-UC, PM15-UC, PM17-UC, PM20-UC, PM21-UC, PM24-UC, SM18-UC, SM19-UC, SM20-UC, SM21-UC
LA122: Be family-friendly and provide users with vital information in the correct format within acceptable time frames.	Technical	Yes	State Only		
LA123: Provide access to SACWIS for approximately 2000 child welfare caseworkers and supervisors, directors, child welfare clerical support staff, accounting staff, appropriate contractual staff, regional staff, and State central office staff.	Technical	Yes	State Only		
LA124: Provide quick access to information from any location.	Technical	Yes	State Only		
LA125: Provide information concerning incidents, children, and families that can be accessed on-line without searching independent systems or subsystems.	Technical / Functional	Yes	Federal Mandatory	SM01-BS	SM01-UC, SM02-UC, SM03-UC
LA126: Access information regarding families via individuals views; provide the workers and supervisors with answers to commonly asked questions as well as provide a framework for which decisions can be made which may impact other family members.	General System	Yes	Federal Optional		CM04-UC
LA127: Provide for tracking of court and judicial actions by family, individual or court of jurisdiction.	Functional	Yes	Federal Optional	SM11-BS	SM17-UC

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LA128: "Incident View" - This view is shared by intake and screening workers, supervisors and child protection workers. The system should also provide for access between incident data and other data on the same incident or other incidents, which occur at the same location or include one or more of the participants. In addition, prior activity associated with the child, youth, family, facility, other caretaker or perpetrator should be available on-line.	Functional	Yes	Federal Mandatory	SM01-BS	SM01-UC, SM02-UC, SM03-UC
LA129: "Person View' – This view is shared by intake and case workers. The system should also provide access to incident information, which involve the person and into family related information, which may have an impact on the child receiving the appropriate service.	Functional	Yes	Federal Mandatory	SM01-BS, SM05-BS, SM12-BS, SM13-BS	SM01-UC, SM02-UC, SM08-UC, SM11-UC, SM18-UC, SM19-UC
LA130: "Family View" - This view is shared among all workers in all program areas. The system should also provide workers with access to information in related incidents affecting family members and information concerning the individuals within a given family grouping.	Functional	Yes	Federal Mandatory	SM05-BS, SM12-BS, SM13-BS	SM02-UC, SM08-UC, SM11-UC, SM18-UC, SM19-UC
LA131: "Financial Event View" - This view is shared by program administrators and other OCS or OM&F personnel. The system should provide access to event information which affect financial reimbursement status for a particular child or family.	Functional	Yes	Federal Mandatory	FM02-BS, FM08-BS, FM09-BS, FM10-BS, FM11-BS, FM12-BS, FM13-BS, FM14-BS, FM15-BS, FM16-BS, FM17-BS	FM02-UC, FM03-UC, FM04-UC, FM05-UC, FM18-UC, FM19-UC, FM20-UC, FM21-UC, FM22-UC, FM23-UC, FM24-UC
LA132: "Worker View" – This view is shared by any worker or supervisor or manager to organize or report or query information by worker or sets of workers.	Functional	Yes	Federal Optional	CM12-BS, WM02-BS, WM03-BS	CM14-UC, WM04-UC, WM06-UC
LA133: "Calendar View" - This view is shared by any worker needing to organize or report or query information by day or week or month or year.	Functional	Yes	Federal Optional	CM05-BS	CM06-UC
LA134: "Activity View" – This view is shared by any worker needing to organize or report or query information by specific types of activities i.e. reporting travel activity for a day by each client or narrative notes for a client by day.	General System	Yes	Federal Optional		
LA135: "Court View" - This view is shared by any worker or supervisor or manager to organize or report or query information by Court of Jurisdiction and scheduled court events.	Functional	Yes	Federal Optional	SM11-BS	SM17-UC

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LA136: "Staff Resource Needs and Availability View" - This view is shared by any worker or supervisor or manager to organize or report or query information by caseload standards and staff assignments.	Functional	Yes	Federal Both	CM12-BS, WM02-BS	CM14-UC, WM05-UC
LA137: "Facility View" - This view is shared by all staff with access to information related to facilities including incidents affecting residents, management and staff.	Functional	Yes	Federal Mandatory	CM12-BS, PM06-BS, PM08-BS, PM11-BS, PM12-BS, PM13-BS, SM07-BS	CM14-UC, PM16-UC, PM17-UC, PM18-UC, PM20-UC, PM21-UC, PM22-UC, PM23-UC, PM24-UC, SM12-UC
LA138: "Ad-hoc Query View" - This view is shared by all staff to encourage use of the system to answer all the who, when, where and how many questions.	Functional	Yes	State Only	CM12-BS, CM13-BS	CM14-UC, CM18-UC
LA139: The cursor automatically lands on the next logical field during the data entry process.	Technical	Yes	State Only		
LA140: The data entry process is assisted with pull-down menus, tabs, icons and buttons.	Technical	Yes	State Only		
LA141: The data entry process is supported by a series of edits which will provide integrity, validation, and consistency of format throughout the Louisiana SACWIS.	Technical	Yes	Federal Mandatory		
LA142: The data entry process provides the capability to confirm or undo changes as well as prompting the user when required data has not been properly entered.	Technical	Yes	Federal Mandatory		
LA143: The system allows workers to access required data and provide a means by which forms and reports will be created without duplicating existing data. This means that various workers assigned to a family or case should have access to data without making multiple copies of file material or manually transferring data onto forms.	Functional	Yes	Federal Mandatory	CM13-BS, CM16-BS	CM16-UC, CM17-UC, CM18-UC, CM19-UC
LA144: Increase the availability and timeliness of case, client and family information.	General System	Yes	State Only		
LA145: Accommodate access to management and operational information.	General System	Yes	Federal Mandatory		
LA146: Have a common set of functions which provide on-line access to information in the Louisiana SACWIS database.	General System	Yes	State Only		
LA147: Support interactive sessions of searching and recording data while responding to emergencies and phone calls.	Technical / Functional	Yes	State Only	CM12-BS, SM01-BS	CM14-UC, SM01-UC, SM02-UC, SM03-UC
LA148: Take advantage of fuzzy logic and soundex capabilities to accomplish access to data.	Technical / Functional	Yes	State Only	CM12-BS	CM14-UC

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LA149: Provide immediate on-line processing/saving of data (as agreed to in response definitions), including local and statewide child abuse and neglect reports, notifications, eligibility determinations, and response to child protection services intake reports.	Technical	Yes	Federal Mandatory		
LA150: Interface access to other critical informational databases (See additional information in Appendix B Interfaces section).	Technical	Yes	Federal Both		
LA151: Maintain a centralized, computerized child abuse and neglect registry for the purpose of organizing and accessing data, with an automatic history search for prior allegations.	Technical / Functional	Yes	Federal Mandatory	SM01-BS	SM01-UC, SM02-UC, SM03-UC
LA152: Provide cumulative histories for each child identified in the system.	Functional	Yes	Federal Mandatory	SM01-BS, SM05-BS, SM12-BS, SM13-BS, SM22-BS	SM02-UC, SM08-UC, SM11-UC, SM18-UC, SM19-UC, SM29-UC
LA153: Enable statewide case clearance capability and history recall.	Functional	Yes	Federal Mandatory	SM01-BS	SM01-UC, SM02-UC, SM03-UC
LA154: Provide an automated assessment process that will support the risk assessment functions on a case-by-case basis.	Functional	Yes	Federal Mandatory	SM05-BS, SM08-BS, SM09-BS, SM10-BS	SM13-UC, SM14-UC, SM15-UC, SM16-UC
LA155: Be designed to support these functions for all of the service management functions.	Functional	Yes	State Only	SM12-BS, SM13-BS, SM14-BS, SM15-BS	SM18-UC, SM19-UC, SM20-UC, SM21-UC
LA156: Incorporate and automate the OCS Safety Plan for children at risk of abuse and neglect, and for whom a report has been made.	Functional	Yes	Federal Mandatory	SM05-BS, SM08-BS, SM09-BS, SM10-BS	SM13-UC, SM14-UC, SM15-UC, SM16-UC
LA157: Incorporate and automate the OCS Risk Assessment, Safety Plan and Case Service Plan by employing rules-based technology capable of providing system confirmation of case priority, abuse and/or neglect categories, a professional judgment summary and an appropriate plan of services based on the severity of abuse and/or neglect within the family structure.	Functional	Yes	Federal Both	SM05-BS, SM08-BS, SM09-BS, SM10-BS, SM12-BS, SM13-BS, SM14-BS	SM13-UC, SM14-UC, SM15-UC, SM16-UC, SM18-UC, SM19-UC, SM20-UC
LA158: Incorporate and automate the rate of payment to a foster home provider through entry of information concerning the child's need for supervision and services and provider's education, experience and training.	Functional	Yes	State Only	FM10-BS, PM04-BS	FM16-UC, PM13-UC
LA159: Populate screens with data from prior information stored in the Louisiana SACWIS database.	Technical	Yes	State Only		
LA160: Store the results of each assessment for future reference and comparison so that information regarding prior history will be available during the assessment process.	Functional	Yes	State Only	SM08-BS, SM09-BS, SM10-BS	SM13-UC, SM14-UC, SM15-UC, SM16-UC

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LA161: Contain reports on-line and in hard-copy form which provide trend information and compare case data with standard models in an effort to help workers identify patterns.	Functional	Yes	Federal Mandatory	CM13-BS, CM18-BS	CM16-UC, CM17-UC, CM18-UC, CM21-UC
LA162: Provide users with a mechanism for entering a variety of related applications.	Technical	Yes	State Only		
LA163: Provide seamless access to data, transparent to the user, within the OCS systems identified in the Interfaces section of the RFP.	General System	Yes	State Only		
LA164: Each menu, screen and field offers on-line, field-level help features, which can be accessed when needed.	Functional	Yes	Federal Optional	CM04-BS	CM04-UC
LA165: Help screens and windows designed in such a way to prevent obstruction of the existing screen, menu, or field.	Technical / Functional	Yes	State Only	CM04-BS	CM04-UC
LA166: Context sensitive help feature, providing assistance relating to the data or screen from which the help feature was accessed.	Functional	Yes	Federal Optional	CM04-BS	CM04-UC
LA167: "Show me how to" features, coaches and expert systems along with "What's this?" activation to facilitate user access to more detailed online help functions.	Functional	Yes	Federal Optional	CM04-BS	CM04-UC
LA168: The help file system contains key word search capabilities (index) full glossary of all terms and contents with hyperlinks.	Functional	Yes	State Only	CM04-BS	CM04-UC
LA169: The State OCS staff must have full functional access to the Louisiana SACWIS on a 24-hours-a-day, 7-days-per-week basis, taking into consideration approved system maintenance windows and backup requirements. Workers need access to hotline, screening and investigation related portions of the system at all times. In addition, emergency placement data must be available at all times.	Technical	Yes	State Only		
LA170: All OCS manuals, including transmittal policy/procedure memorandums.	Functional	Yes	Federal Optional	CM04-BS	CM04-UC
LA171: The appropriate Louisiana Revised Code, Children Code, and relevant statutes.	Functional	Yes	Federal Optional	CM04-BS	CM04-UC
LA172: All reference files, policies and procedures updated by designated staff.	Functional	Yes	State Only	CM04-BS	CM04-UC

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LA173: Development of a person database and cumulative child histories - The Louisiana SACWIS should contain and maintain a person database that tracks roles of individuals and specifies relationships to each child in the system. Additionally, the Louisiana SACWIS should maintain a cumulative history for each child identified in the system, which include the following: prior household members; prior addresses; all moves and reasons for the moves of the child from one substitute care placement to another or from one worker to another; Title IV-B, IV-E, IV-A, XIX, SSI, SSBG and various other eligibility status changes; safety plans, risk assessments, and case plans; case reviews and dispositional hearings; goals established and services provided under these goals; types of assistance received and when received; medical and educational information; reasons for case being opened, reopened or closed and dates of these status changes; custody status; court actions; and adoption process information until appropriate expungement is required.	General System	Yes	Federal Mandatory		CM03-UC
LA174: Use of Common Functions – The system should be designed with a focus on common functions in most or all of the system functions, such as (but not limited to) notices, alerts, search and match capabilities, and statistical sampling methodology. This common functionality should be designed to provide consistency throughout the SACWIS system.	Functional	Yes	State Only	CM01-BS, CM02-BS, CM05-BS, CM06-BS, CM07-BS, CM08-BS, CM12-BS, CM16-BS	CM01-UC, CM02-UC, CM06-UC, CM07-UC, CM08-UC, CM09-UC, CM10-UC, CM14-UC, CM19-UC
LA175: Work Simplification Focus - Based on the Work Simplification Focus from Federal and State initiatives, the system should be designed to eliminate manual and administrative work requirements to the extent possible, including requirements for preparing forms and notices required in hardcopy, preparing and collecting data for court appearances and for determining and establishing the eligibility of cases. The Louisiana SACWIS should include a special automated look up, or search function, to eliminate the need for staff to collect and enter data, such as IV-E and Medicaid eligibility data that may already be available in the system or other state systems.	General System	Yes	Federal Optional		

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LA176: Provide for an Automated Link Between Provider and Case Data -The Louisiana SACWIS should automatically integrate and link case data and provider data.	Functional	Yes	Federal Mandatory	PM01-BS, PM02-BS, PM03-BS, PM05-BS, PM06-BS, PM08-BS, PM09-BS, PM11-BS, PM12-BS, PM13-BS	PM01-UC, PM02-UC, PM03-UC, PM04-UC, PM05-UC, PM06-UC, PM07-UC, PM08-UC, PM09-UC, PM10-UC, PM11-UC, PM12-UC, PM13-UC, PM14-UC, PM15-UC, PM16-UC, PM17-UC, PM18-UC, PM19-UC, PM20-UC, PM21-UC, PM22-UC, PM23-UC, PM24-UC, PM25-UC
LA177: Provide for an Automated Link between Case Management and Reimbursement Data - The Louisiana SACWIS should also integrate and link the case data required for both case management and Federal reimbursement purposes in the same case so as to make sure that all cases are counted for reimbursement purposes, as well as to ensure that eligibility for reimbursement is established and maintained for all cases.	Functional	Yes	Federal Optional	FM02-BS, FM03-BS	FM02-UC, FM05-UC, FM06-UC, FM07-UC, FM08-UC, FM09-UC
LA178: Automated Alert Functionality – The Louisiana SACWIS should include a special alerts function to automatically notify management and staff of open and pending items in their caseload, or across their staff responsibilities. This function should be designed to read and consolidate the open tickler items by the worker reading across the tickler actions maintained by the system. These alerts should be automatically deleted by the system when appropriate action has been taken to update the records.	Functional	Yes	State Only	CM01-BS, CM02-BS	CM01-UC, CM02-UC

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LA179: Seamless Approach to the Louisiana SACWIS and Local Office Support - The Louisiana SACWIS should create a seamless approach to the user's access to both the Louisiana SACWIS and the desktop platform tools, such as word processing, spreadsheet tools, statistics packages and graphics. These desktop platform tools will be used by workers to generate forms and documents required to support a case. Further, fully integrated electronic mail capabilities should exist on both an intra-parish and inter-parish basis, as well as to OCS regional and State central offices. GroupWise e-mail should be accessible from designated points in the system and have an automated function for notification of messages received. System utilities such as automatic document generation should be integrated with PC applications as if they were merely another piece of the application. For example E-mail integration should automatically generate a set of document attachments for transferring a case to another worker without the sending worker having to start up GroupWise and drag and drop specific documents into the attachment section. The user in this scenario should be able within SACWIS to choose a worker to transfer to, and case assignment, notification and data transfer are automatically accomplished. Sending of data to external systems such as Courts should take into consideration the system requirements of the external entity. For example if the court requires a Word formatted document then that is sent.	Technical	Yes	Federal Optional		
LA180: Case Data Control and Maintenance – The Louisiana SACWIS should provide error correction and refresh key capabilities. The system should adhere to the current retention schedules. A data control and security component should be included to negate editing of all narrative text once considered finalized and saved in the system. Narrative text, however may be appended by the system. Finally, it is acknowledged that there will be a need to develop the criteria necessary to allow overrides of most rules or changes to rules by the OCS Information Management Director, designee or other appropriate person.	Technical	Yes	Federal Mandatory	CM06-BS, CM10-BS	CM07-UC, CM12-UC

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LA181: As an information system, SACWIS should support functionally similar service delivery processes which occur within State child welfare sectors, for example: The process of establishing client identity and opening a case record; The process of selecting resources and services for delivery; The process of monitoring client progress over time with respect to case goals, interim objectives, and services utilized; and The process of monitoring client movement over time with respect to physical location and resources utilized. NOTE: same as 197	Functional	Yes	Federal Mandatory	SM12-BS, SM13-BS, SM14-BS, SM15-BS	CM05-UC, SM18-UC, SM19-UC, SM20-UC, SM21-UC
LA182: (1) SACWIS should respond to varied information requirements of the different organizational entities for which it may be implemented. Specifically, (2) SACWIS should be flexible with respect to the definition of a wide variety of client service activities and corresponding information content. NOTE: (2) same as 198	General System	Yes	State Only		
LA183: SACWIS should include capabilities which, when properly used, promote the integrity and security of all information that is input, processed, and disseminated. Specifically, this means SACWIS should: Edit all input information and allow for its correction by the responsible data entry source before acceptance for further processing; Allow for logical separation of client specific identification data from highly sensitive case information; and Allow for controlled access to SACWIS information for inquiry and reporting purposes by using inquiry source identification codes (e.g., agency, unit, worker, and password) which may be dynamically changed within the SACWIS environment. NOTE: same as 199	Technical	Yes	Federal Mandatory		
LA184: SACWIS should be designed to address day-to-day operations and management needs with a secondary emphasis on research and evaluation. While not minimizing the importance of program monitoring and analysis, it is recognized that accurate and complete data for these needs are a by-product of a satisfactory response to child welfare service operations. NOTE: same as 200	General System	Yes	State Only		
LA185: Recognition of the fiscal incentives and fiscal penalties related to State performance in meeting the performance goals of ASFA, Child Welfare, Outcomes and Measures, and other federal requirements.	Functional	No	Federal Mandatory	CM18-BS	CM21-UC

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LA186: The Louisiana SACWIS must support provider management. This function focuses on the various processes involved in overall provider and contract management. The following OCS business functions must be addressed: a) Licensing & Certification b) Resource Directory c) Contract Management d) Rate Setting e) Provider Training f) Recruiting g) History h) Profiles	Functional	Yes	Federal Both	PM01-BS, PM02-BS, PM03-BS, PM04-BS, PM05-BS, PM06-BS, PM07-BS, PM08-BS, PM09-BS, PM10-BS, PM11-BS, PM12-BS, PM13-BS, PM14-BS, PM15-BS, PM16-BS	PM01-UC, PM02-UC, PM03-UC, PM04-UC, PM05-UC, PM06-UC, PM07-UC, PM08-UC, PM09-UC, PM10-UC, PM11-UC, PM12-UC, PM13-UC, PM14-UC, PM15-UC, PM16-UC, PM17-UC, PM18-UC, PM19-UC, PM20-UC, PM21-UC, PM22-UC, PM23-UC, PM24-UC, PM25-UC, PM26-UC, PM27-UC, PM28-UC, PM29-UC, PM30-UC, PM31-UC, PM32-UC, PM33-UC, PM34-UC, PM35-UC, PM36-UC
LA187: The Louisiana SACWIS must support Service Management. This function addresses the key functions of OCS in staff assignment and caseload management. The following OCS business functions must be addressed: a) Intake and Screening b) Investigation & Assessment c) Case Management d) Court Processes e) Family & Parent Services f) Custody & Placement g) Adoption & Petitions h) Managed Care	Functional	Yes	Federal Both	CM03-BS, SM01-BS, SM02-BS, SM03-BS, SM04-BS, SM05-BS, SM06-BS, SM07-BS, SM08-BS, SM09-BS, SM10-BS, SM11-BS, SM12-BS, SM13-BS, SM14-BS, SM15-BS, SM16-BS, SM17-BS, SM18-BS, SM19-BS, SM20-BS, SM21-BS, SM22-BS, SM23-BS, SM24-BS, SM25-BS	CM03-UC, CM05-UC, SM01-UC, SM02-UC, SM03-UC, SM04-UC, SM05-UC, SM06-UC, SM07-UC, SM08-UC, SM09-UC, SM10-UC, SM11-UC, SM12-UC, SM13-UC, SM14-UC, SM15-UC, SM16-UC, SM17-UC, SM18-UC, SM19-UC, SM20-UC, SM21-UC, SM22-UC, SM23-UC, SM24-UC, SM25-UC, SM26-UC, SM27-UC, SM28-UC, SM29-UC, SM30-UC, SM31-UC, SM32-UC, SM33-UC

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LA188: Financial Management- This function focuses on activities and processes associated with the payment of providers and the ongoing maximization of revenue sources. Grant management is also included in this function. The following OCS business functions must be addressed: a) Eligibility Determination b) Cost Accounting & Utilization c) Processing Costs & Claims	Functional	Yes	Federal Mandatory	FM01-BS, FM02-BS, FM03-BS, FM04-BS, FM05-BS, FM06-BS, FM07-BS, FM08-BS, FM09-BS, FM10-BS, FM11-BS, FM12-BS, FM13-BS, FM14-BS, FM15-BS, FM16-BS, FM17-BS	FM01-UC, FM02-UC, FM03-UC, FM04-UC, FM05-UC, FM06-UC, FM07-UC, FM08-UC, FM09-UC, FM10-UC, FM11-UC, FM12-UC, FM13-UC, FM15-UC, FM16-UC, FM17-UC, FM18-UC, FM19-UC, FM20-UC, FM21-UC, FM22-UC, FM23-UC, FM24-UC, FM25-UC, FM26-UC, FM27-UC
LA189: The Louisiana SACWIS must Policy and Procedure Management. This functionality includes the on-lin policy functions and quality assurance functions, as well as provides the repository for standards and statistics information.The following OCS business functions must be addressed: a) On-Line Policy b) Standards/Quality Assurance c) Reporting/Statistics/Outcomes	Functional	Yes	Federal Optional	CM04-BS	CM04-UC
LA190: The Louisiana SACWIS must support Interfaces. This function focuses on the relationships of data in SACWIS and other OCS State Systems.The following OCS business functions must be addressed: a) General b) Required Interfaces c) Desired Interfaces	Technical	Yes	Federal Both		
LA191: The Louisiana SACWIS must support Staff Management. This function addresses the key functions of OCS in staff assignment and caseload management. The following OCS business functions must be supported: a) Staff and Workload Management b) Staff Training c) Division Directory d) Calendar	Functional	Yes	Federal Both	CM16-BS, WM01-BS, WM02-BS, WM03-BS	CM19-UC, WM01-UC, WM02-UC, WM03-UC, WM04-UC, WM05-UC, WM06-UC, WM07-UC
LA195: This system should be designed to accommodate standard workflow activities required in each office. The system should be flexible enough to allow all OCS users to interface with existing applications and systems, where necessary, and the system should be flexible enough to support user specific data gathering or reporting requirements	General System	Yes	State Only		

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LA196: The system should also be flexible enough to work within the existing OCS technical environment, depicted in Appendix A, yet be capable of functioning in a Louisiana ISSCOLA 4.23 Request for Proposal technologically changing environment which will surely be different by implementation	Technical	Yes	State Only		
LA201: a. Table-Driven - The purpose of a table-oriented design is to provide flexibility with respect to system definition and maintenance. This approach minimizes the impact of system change because separately maintained tables may be updated rather than master files or computer programs. Within SACWIS, tables should be defined which anticipated the requirement for component adaptability to each user. This approach will permit ease in SACWIS modification to data classification, data code definitions and coding structure over the life of the system. Requiring a table-oriented system achieves a certain degree of "data independence" which simplifies system transfer. The major aspect of transferring another state's SACWIS will be to define the contents of tables which are appropriate for Louisiana	Technical	Yes	State Only		

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LA202: The use of WEB enabled client/server computing should be an integral part of the SACWIS design. It provides significant advantages over traditional computing and makes SACWIS both more robust as a tool for case workers, and much easier to adapt to a variety of different environments which may change over time. There are three primary levels in the Web enabled client/server computing environment. They are the client, the server, and the network. In the OCS environment there will exist multiple servers as well as multiple clients. Multiple networks will link the multiple servers and clients across various sites. Operating in real time across these three levels there are three components: presentation services, application logic, and data services. OCS envisions typically the server accepting requests from the client for data services, performs those services, and returns data to the client for presentation to the user. To simplify the complexity of distribution issues OCS will require all application logic and data services be loaded on a server. To expedite access and to assure a higher degree of data availability and redundancy OCS recognizes the potential for SACWIS to be replicated across multiple geographically dispersed servers. The major benefit from client/server computing, and the reason for its inclusion in the design strategy for SACWIS, is its' significant impact on end user productivity. Applications developed using the sophisticated user interfaces available for the client/server environment, especially if they are integrated Louisiana ISSCOLA 4.25 Request for Proposal with office automation tools, will provide a whole new way for end users to interact with computers and accomplish their work. With traditional mainframe computing, OCS's child welfare services applications were developed primarily as management information tools. The high cost of providing direct access to computers for social work and other staff, coupled with limitations on the tools available to manipulate information at the desktop, tended to encourage applications driven by forms completed by social workers and entered by clerical staff. In these types of applications all of the information gathered came at the expense of the caseworker's time to provide services. It was therefore necessary to balance the information needs of the agency with the cost in social worker time required to obtain the information and enter it onto forms. There was little payoff to the case worker in terms of automation because most of the forms they were required to fill out still needed to	Technical	Yes	State Only		

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LA204: User Interface Paradigm - Much of the user interface paradigm for the desired system is set by the selection of the Windows graphical user interface (GUI). The use of a construction tool to provide a rich environment of windows objects for displaying and entering data, as well as controlling navigation, providing messages to users, and offering general and context specific help will be important. The design for the navigation across the system should involve the use of icons to represent the major entities and data groupings, with folders (groups of screens) which are accessed by clicking on tabs on the screen. This permits navigation between entities and groups of data about entities, with a minimum of hierarchy. Users are able to go in a direct manner (lateral navigation) to the information they want without moving up and down hierarchical chains of screens. The design should be client based rather than case based. The primary entities in the system such as persons, families, courts, foster homes, etc., exist in the system one time, and are linked together in many to many relationships. As a result the client may have a history of service episodes rather than occurring in the system multiple times when new cases are opened for the same individuals.Such a model will allow a user to navigate easily between major entities via the relationship between them. For example, a user can select a client from their client list and display client summary information. Included on the summary information would be a list of all reports of child maltreatment (referrals) in which the client has been included. From that list the user can click on one of the referrals to navigate to the referral module with a display for the selected referral. The summary for that referral would show all clients associated with the referral. The user can then click on a different client placing them back at the client module but with a display for the newly selected client. This same type of navigation also allows the user to move freely between clients and families, placement facilities, and courts.	General System	Yes	State Only		

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LA205: Design, Modeling and Construction Methodology - SACWIS design, development and implementation should use a structured system development methodology, subject to approval by the State. A goal of the resulting system should be that it is equally accessible and usable as a WEB application or direct connection. In that SACWIS systems have been implemented in a number of states, it is presumed a transfer system will be cost effective. The transfer of another state's SACWIS system does not remove the requirement to provide a documented business process model complete with multimedia process flow including icons, sound, images, animation, and video as applicable. Systems modeling using entity relationships, function hierarchy, dataflows, matrix modeling, or process model definitions is expected to exist to reveal the system structure and interrelationship of all system objects. Use of design wizards and templates along with a centralized repository of components are required to assure ease of maintenance and consistent enterprise wide standards. Generated models should be able to not only include multiple screen layouts and multiple navigational choices (menus, buttons, pop-up-lists, scroll bars) but also offer multiple GUI controls and deliver the native look and feel whether WEB accessed or direct accessed.	General System	Yes	State Only		
LA206: The system will support voluntary & involuntary terminations, including all legal dispositions.	Functional	No	Federal Optional	SM11-BS	SM17-UC
LA207: track and monitor recruiting activities	Functional	No	Federal Optional	PM01-BS, PM02-BS, PM03-BS, PM05-BS	PM01-UC, PM09-UC, PM14-UC
LA209: Louisiana law currently requires that all potential foster or adoptive parents receive a minimum level of training before certification/approval as well as on-going training.	Functional	No	Federal Mandatory	PM01-BS, PM02-BS, PM03-BS	PM04-UC, PM05-UC
LA210: Maintain information on training programs, registration, notification, budget, expenditures, the monitoring of progress, and completion of required training courses.	Functional	No	Federal Optional	FM01-BS, PM01-BS, PM02-BS, PM03-BS	FM01-UC, PM04-UC, PM05-UC
LA211: (1) Record training hours accumulated by facility staff and (2) foster or adoptive parents with dates and the type of training received.	Functional	No	Federal Both	PM01-BS, PM02-BS, PM03-BS	PM04-UC, PM05-UC
LA212: Track ongoing training requirements and generate notification letters to potential providers when training requirements must be met by specified dates.	Functional	No	Federal Mandatory	PM01-BS, PM02-BS, PM03-BS	PM04-UC, PM05-UC, PM07-UC
LA213: Track all certification and license requirements and activities.	Functional	No	Federal Mandatory	PM01-BS, PM02-BS, PM03-BS	PM03-UC, PM07-UC, PM11-UC

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LA214: Update on-line and be able to query training activities of providers such as courses attended, dates attended, hours of training, hours and courses needed to meet mandatory regulations.	Functional	No	Federal Both	PM01-BS, PM02-BS, PM03-BS	PM04-UC, PM05-UC, PM07-UC
LA215: Be able to access provider information therough the Provider Management function, Resource Directory, and licensing/certification function	Functional	No	State Only	CM12-BS, CM17-BS, PM01-BS	CM14-UC, CM20-UC, PM03-UC
LA216: The parishes are responsible for recruiting and supporting foster care providers.	Functional	No	State Only	PM01-BS, PM02-BS, PM03-BS, PM05-BS	PM01-UC, PM09-UC, PM14-UC
LA217: Track recruiting efforts for all out of home care settings, including out-of-state homes	Functional	No	Federal Optional	PM01-BS, PM02-BS, PM03-BS, PM05-BS	PM01-UC, PM09-UC, PM14-UC
LA218: Provide for the data gathered to serve as the initial record for the certification/licensing functions.	Functional	No	Federal Mandatory	PM01-BS, PM02-BS, PM03-BS	PM01-UC, PM02-UC, PM03-UC, PM10-UC, PM11-UC
LA219: Search for recruitment data by location, type or profile.	Functional	No	State Only	CM12-BS, CM17-BS, PM01-BS	CM14-UC, CM20-UC, PM01-UC
LA220: Maintain historical data on licensing, training, and monitoring of agreements.	Functional	No	Federal Mandatory	PM01-BS, PM02-BS, PM03-BS, PM04-BS, PM05-BS, PM06-BS, PM07-BS, PM08-BS, PM09-BS, PM11-BS, PM12-BS, PM13-BS, PM15-BS, PM16-BS	PM03-UC, PM04-UC, PM05-UC, PM06-UC, PM07-UC, PM09-UC, PM10-UC, PM11-UC, PM12-UC, PM13-UC, PM14-UC, PM15-UC, PM16-UC, PM17-UC, PM18-UC, PM19-UC, PM20-UC, PM21-UC, PM23-UC, PM35-UC
LA221: Electronically generate certificates, approval, and application packets.	Functional	No	State Only	CM03-BS, CM16-BS, PM01-BS, PM02-BS, PM03-BS, PM11-BS	CM03-UC, CM19-UC, PM02-UC, PM03-UC, PM04-UC
LA222: Track clearance status.	Functional	No	State Only	PM01-BS, PM02-BS, PM03-BS, PM05-BS	CM15-UC, PM14-UC
LA223: Generate forms, notices, and letters.	Functional	No	Federal Both	CM16-BS	CM19-UC
LA224: Track the status of a certification process.	Functional	No	Federal Both	PM01-BS, PM02-BS, PM03-BS	PM02-UC, PM03-UC, PM10-UC, PM11-UC
LA225: Maintain data per current policy and associate waivers on-line and the store it;	Functional	No	State Only	PM01-BS, PM02-BS, PM03-BS	PM03-UC, PM10-UC, PM11-UC
LA226: Provide licensing information available for query by workers.	Functional	No	Federal Mandatory	CM12-BS	CM14-UC

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LA227: Maintain histrical data separate and distinct for reporting purposes.	Functional	No	Federal Mandatory	CM13-BS	CM16-UC, CM17-UC, CM18-UC
LA228: Provide information on all licensing decisions such as violations and revocations as well as the dates associated with the initial receipt and the renewal process.	Functional	No	Federal Both	PM01-BS, PM02-BS, PM03-BS, PM08-BS, PM09-BS	PM03-UC, PM07-UC, PM10-UC, PM11-UC, PM12-UC, PM19-UC
LA229: The Provider Management functionality will include the capability to develop profiles of placement for a child or client.	Functional	No	State Only	PM01-BS, PM02-BS, PM03-BS, PM05-BS, PM08-BS, PM09-BS, PM11-BS, PM12-BS, PM13-BS	PM06-UC, PM19-UC, PM23-UC
LA230: Relate all licensing information, via the database, to individual provider information so that data is available for each location where a child may be placed.	Functional	No	State Only	PM01-BS, PM02-BS, PM03-BS	PM03-UC, PM07-UC, PM10-UC, PM11-UC
LA231: Identify provider option to meet anticipated needs.	Functional	No	State Only	CM12-BS, PM01-BS, PM03-BS	CM14-UC, PM01-UC
LA232: Support recruitment and pre-licensing activities--such as phone inquiries, and intake of prospective homes and facilities, and the preparation of a packet to be completed by the prospective home or facility.	Functional	No	Federal Both	PM01-BS, PM02-BS, PM03-BS	PM01-UC, PM02-UC
LA233: Capture and profile during the risk assessment.	Functional	No	Federal Mandatory	SM08-BS, SM09-BS, SM10-BS	SM13-UC, SM14-UC, SM15-UC, SM16-UC
LA234: Utilized the profile to search the Resource Directory to match children and youth with the appropriate placement possibilities	Functional	No	Federal Both	CM12-BS, CM17-BS	CM14-UC, CM20-UC
LA235: Maintain a scheduling system and calendar for all training required for licensing or certification for foster parents.	Functional	No	Federal Mandatory	CM16-BS, PM01-BS, PM02-BS, PM03-BS	CM19-UC, PM04-UC, PM05-UC
LA236: Provide the capability if needed, to match foster homes and adoptive homes that have specified parameters for placement possibilities.	Functional	No	Federal Optional	CM12-BS, PM01-BS, PM02-BS, PM03-BS, PM05-BS, PM08-BS, PM09-BS, PM11-BS, PM12-BS, PM13-BS, SM21-BS	CM14-UC, PM06-UC, PM19-UC, PM23-UC, SM27-UC
LA237: Capture the family charecteristics where a child currently resides as profile data and make available for analysis.	Functional	No	Federal Mandatory	SM01-BS, SM05-BS, SM07-BS	SM01-UC, SM03-UC, SM08-UC, SM12-UC
LA238: Generate certificates.	Functional	No	State Only	CM16-BS, PM01-BS, PM02-BS, PM03-BS	CM19-UC, PM03-UC, PM10-UC, PM11-UC

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LA239: Maintain information on all families who withdrawal from the licensing process, or are denied licenses including the dates and reasons for withdrawal/denial.	Functional	No	Federal Mandatory	PM01-BS, PM02-BS, PM03-BS	CM15-UC, PM03-UC, PM10-UC, PM11-UC
LA240: Automate activities associated with developing work specifications, soliciting proposals, and awarding contracts for client service delivery.	Functional	No	Federal Optional	PM14-BS	PM26-UC, PM27-UC, PM28-UC
LA241: Generate notification when a foster/day care license has been approved, revoked, suspended or denied by OCS.	Functional	No	Federal Mandatory	CM02-BS, PM01-BS, PM02-BS, PM03-BS, PM06-BS	CM02-UC, PM03-UC, PM07-UC, PM10-UC, PM11-UC, PM17-UC
LA242: Record and modify contract through on-line screens	Functional	No	Federal Optional	PM14-BS	PM26-UC, PM27-UC, PM28-UC, PM29-UC, PM30-UC, PM31-UC, PM32-UC, PM33-UC
LA243: Electronically generate annual re-evaluation requirements and print required forms based on information existing in the database (An annual re-evaluation is performed to ensure that the home is properly certified).	Functional	No	Federal Both	PM01-BS, PM02-BS, PM03-BS	PM03-UC, PM07-UC
LA244: Provide alerts and notices concerning contract renewal dates as well as contract status information to initiate review or other actions resulting from monitoring activities.	Functional	No	Federal Optional	CM01-BS, CM02-BS, PM14-BS	CM01-UC, CM02-UC, PM26-UC, PM27-UC, PM28-UC, PM29-UC, PM30-UC, PM31-UC, PM32-UC, PM33-UC
LA245: Process foster care and adoptive home applications, as well as maintain and update the information.	Functional	No	Federal Both	PM01-BS, PM02-BS, PM03-BS	PM02-UC
LA246: Provide a mechanism to record compliance information, contract results, and outcome information.	Functional	No	Federal Optional	PM14-BS	PM33-UC
LA247: (1) Provide an automated Resource Directory to support OCS and parish needs for access to all child welfare resources and services. (2) Resources may be assigned to a worker independent of assignment to a child.	Functional	No	Federal Optional	CM17-BS	CM20-UC
LA248: Incorporate all foster care information into a single directory in the LA SACWIS application.	Functional	No	Federal Optional	CM17-BS	CM20-UC
LA249: Provide for searches to be performed on all available resources or limited to specific types of resources such as Adoptive Homes, Foster Family Home, Community-Based Services, Treatment Centers, or Group Facilities.	Functional	No	Federal Mandatory	CM12-BS	CM14-UC

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LA250: Capture data nd specific financial information related to the terms and conditions of the contract.	Functional	No	Federal Optional	PM14-BS	PM28-UC, PM32-UC
LA251: Provide vacancy information for state managed facilities or available slots and census data. This information must be automatically updated based on the individual placement activity of each child.	Functional	No	Federal Both	PM13-BS	PM25-UC
LA252: Capture financial information based on the determined method of payment for the contract; deliverable schedule, fixed price, time and materials, or a combination of elements. Information will be capped or entered with a not to exceed limit which, if violated, will trigger alerts.	Functional	No	State Only	CM01-BS, FM12-BS, PM14-BS	CM01-UC, FM18-UC, PM26-UC, PM27-UC, PM32-UC
LA253: Track Community-Based services.	Functional	No	Federal Optional	CM17-BS	CM20-UC
LA255: (1) Generate reports from the Resource Directory data. (2) A resource notes record must be included which will allow for entry of special free-form text information relating to a specific resource or facility. This feature must be accessible via a note pad feature attached to the resource.	Functional	No	Federal Optional	CM13-BS, CM17-BS	CM16-UC, CM17-UC, CM18-UC, CM20-UC
LA256: Assist with rate setting via on-line, prompt based questions.	Functional	No	State Only	PM04-BS, PM06-BS, PM07-BS, PM14-BS	PM13-UC, PM18-UC, PM22-UC
LA257: Edit valid combinations of user response to the questionnaire and relate the responses to the parish's or child welfare pre-determined rate schedule.	Functional	No	State Only	PM04-BS	PM13-UC
LA258: Suggest rates based on the outcome and have the rate established by the agency, with appropriate security.	Functional	No	State Only	PM04-BS, PM07-BS, PM10-BS, PM14-BS	PM13-UC, PM18-UC, PM22-UC, PM26-UC, PM27-UC, PM32-UC
LA259: Generate a rate agreement from the system database based on a model contract; this contract information and format must be available for modification within the determined security requirements.	Functional	No	State Only	PM04-BS, PM07-BS, PM14-BS	PM18-UC, PM22-UC, PM26-UC, PM27-UC, PM32-UC
LA260: Support a similar rate setting function for adoption subsidy rates based on a specific set of questions.	Functional	No	State Only	PM01-BS, PM03-BS, PM04-BS	PM13-UC
LA261: Interface rate information with the financial management functions for paying providers. SAME AS 266.	Functional	No	Federal Mandatory	FM10-BS, FM11-BS, FM12-BS, FM13-BS, FM15-BS, FM16-BS, PM04-BS, PM07-BS, PM10-BS, PM14-BS	FM22-UC, PM13-UC, PM18-UC, PM22-UC, PM29-UC, PM31-UC, PM32-UC

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LA262: OCS manages and maintains contracts for services for children and families. The Louisiana SACWIS will support automation of activites associated with the development and ongoing management of these contracts. The primary users of these functions will be administrative staff and program managers. Monitoring of contract service delivery must be available to ensure that performance levels are being met in accordance with contract terms and conditions.	Functional	No	Federal Optional	PM14-BS	PM26-UC, PM27-UC, PM28-UC, PM29-UC, PM30-UC, PM31-UC, PM32-UC, PM33-UC
LA263: The Louisiana SACWIS must interface with existing State financial management systems (ISIS) as well as internal financial management systems. The financial management function will support the major function involved in processing and tracking financial activities that occur on a daily basis.	Functional	No	Federal Mandatory	FM01-BS, FM02-BS, FM06-BS, FM15-BS	FM01-UC, FM02-UC, FM04-UC, FM13-UC, FM22-UC, FM27-UC
LA264: The State sets the maximum rates for reimbursement and administers rate changes for agency foster homes, group or receiving homes. The Louisiana SACWIS must include the following:a) allow managers to establish specific rates for foster homes, group or receiving homes;b) assist with rate setting via an on-line, prompt-based questions;c) edit valid combinations of user response to the questionnaire and relate the responses to the parish's or child welfare pre-determined rate schedule;d) suggest rates based on the outcome and have the rate established by the agency, with the appropriate security;e) support a similar rate setting function for adoption subsidy rates based on a specific set of questions;	Functional	No	State Only	PM01-BS, PM02-BS, PM03-BS, PM04-BS, PM06-BS, PM07-BS, PM10-BS, PM14-BS	PM13-UC, PM18-UC, PM22-UC, PM28-UC, PM32-UC
LA265: The Louisiana SACWIS must generate a rate agreement from the system database based on a model contract; this contract information and format must be available for modification within the determined security requirements;	Functional	No	State Only	PM04-BS, PM07-BS, PM10-BS, PM14-BS	PM13-UC, PM18-UC, PM22-UC, PM29-UC, PM31-UC, PM32-UC
LA267: Louisiana's current information system, TIPS, captures the results of manual Title IV-E eligibility determination. The Louisiana SACWIS must include existing functionality, as well as capture and process events associated with ADC relatedness.	Functional	No	Federal Mandatory	FM03-BS	FM06-UC, FM07-UC, FM08-UC, FM09-UC

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LA268: The Louisiana SACWIS must be designed to account for the new requirement in TANF that all Title IV-E eligibility determinations include a full examination of the ADC relatedness of the removal home. Before TANF, a child could be determined categorically eligible for Title IV-E, based on the fact that they had been removed from an ADC household.	Functional	No	Federal Mandatory	FM02-BS, FM03-BS	FM05-UC, FM06-UC, FM07-UC, FM08-UC, FM09-UC
LA269: The Louisiana SACWIS must include functions to determine initial eligibility for Title IV-E and conduct redetermination activities at designated intervals.	Functional	No	Federal Mandatory	FM03-BS	FM07-UC, FM08-UC, FM09-UC
LA270: The Louisiana SACWIS must have the capacity to compare the family's income to OCS's standard of need and resource limits at designated points in time.	Functional	No	Federal Mandatory	FM03-BS, FM05-BS	FM07-UC, FM08-UC, FM09-UC, FM12-UC
LA271: The Louisiana SACWIS must provide system edits against the new data and existing data such as age, legal responsibility and living with a specified relative to assure ADC relatedness is met for the initial determination.	Functional	No	Federal Mandatory	FM03-BS	FM07-UC, FM08-UC, FM09-UC
LA272: The Louisiana SACWIS must provide a separate eligibility stream for the child of an existing Title IV-E parent where agency custody is not required (i.e., out of state child for whom Medicaid may or may not be provided by Louisiana).	Functional	No	Federal Mandatory	FM03-BS	FM07-UC, FM08-UC, FM09-UC
LA273: The Louisiana SACWIS must determine adoption subsidy eligibility (income of the adoptive family and the child's special needs).	Functional	No	Federal Mandatory	FM03-BS, SM23-BS, SM24-BS	FM07-UC, FM08-UC, FM09-UC, SM30-UC, SM31-UC, SM32-UC
LA274: The Louisiana SACWIS must provide the capacity to compare the adoptive families' income to Louisiana's standard of need, which is updated annually.	Functional	No	Federal Mandatory	SM23-BS, SM24-BS	SM30-UC, SM31-UC, SM32-UC
LA275: The Louisiana SACWIS must provide for a reporting process for non-recurring adoption payments and Post Adoption Special Services Subsidy payments.	Functional	No	Federal Mandatory	SM23-BS, SM24-BS	SM30-UC, SM31-UC, SM32-UC
LA276: The Louisiana SACWIS must allow for timely updates to the MMIS so that Medicaid eligibility can be established within 72 hours.	Functional	No	State Only	FM03-BS	FM06-UC, FM07-UC
LA277: The Louisiana SACWIS must provide a mechanism to record possible Health Maintenance Organization (HMO) enrollment of a child.	Functional	No	State Only	SM01-BS, SM02-BS, SM03-BS, SM05-BS, SM12-BS, SM13-BS	SM02-UC, SM04-UC, SM05-UC, SM08-UC, SM18-UC, SM19-UC, SM20-UC, SM21-UC

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LA278: The Louisiana SACWIS must provide a mechanism to enroll Consolidated Omnibus Budget Reconciliation Act (COBRA)-eligible Medicaid cases without the necessity of opening a child welfare case in the database.	Functional	No	State Only	FM03-BS, SM01-BS, SM02-BS, SM03-BS, SM05-BS, SM12-BS, SM13-BS	FM06-UC, FM07-UC, FM08-UC, SM02-UC, SM04-UC, SM05-UC, SM08-UC, SM18-UC, SM19-UC, SM20-UC, SM21-UC
LA280: The Louisiana SACWIS must meet all federal Title IV-E cost reporting requirements. The system must be able to reliably report the following population statistics on a quarterly basis for the Title IV-E Administration and training claim, including a) parish percent of children who are in substitute care and program eligible for Title IV-E; b) parish percent of children in subsidized adoption who are receiving Title IV-E Adoption Assistance; c) the number of children by type of placement at the end of the quarter; and d) the total Title IV-E and non-IV-E maintenance costs by type of placement for the quarter. NOTE: much the same as 279	Functional	No	Federal Mandatory	FM02-BS, FM03-BS, FM06-BS	FM02-UC, FM05-UC, FM08-UC, FM09-UC, FM13-UC
LA281: The Louisiana SACWIS must track provide modeling capability of statistical, financial and operational information for future projection purposes.	Functional	No	State Only	FM01-BS	FM01-UC, FM27-UC
LA282: The Louisiana SACWIS must perform the following functions related to financial activities by supporting the following outputs to parish users for user-defined reporting periods: a) reports of units of service and their associated cost by client; b)reports of units of service and their associated cost by provider; c) reports of units of service and their associated cost by client diagnostic and demographic groupings; e) reports of units of service and their associated cost by client attachment groupings (e.g., family); f) reports of units of service and their associated cost by OCS internal organization groupings (e.g., field or district offices or areas); and g) custom reporting to be defined and implemented by the OCS.	Functional	No	Federal Mandatory	FM01-BS	FM01-UC, FM27-UC

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LA283: There are generally three types of maintenance payments in Louisiana; 1) Payments of daily room and board (maintenance costs) to foster parents managed as a provider 2) Payments for purchased family foster homes managed by child placing agencies, group homes, and children's residential centers. 3) Payments to adoptive parents. Therefore the Louisiana SACWIS must perform the following functions: a) assist OCS in billing and recovering reimbursement for services provided under the various federal reimbursement options available; b) generate claims for services under the Title IV-E Foster Care and Adoption Assistance Programs;c) support OCS in efforts to expand recoveries under the reimbursement options; d) reduce the manual effort that is now required to perform key reimbursement functions.	Functional	No	Federal Mandatory	FM02-BS, FM03-BS, FM10-BS, FM11-BS	FM02-UC, FM05-UC, FM16-UC, FM17-UC, FM25-UC

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LA284: The Louisiana SACWIS must perform the following functions related to Foster Care Maintenance: a) provide automatic issuance of Foster Care Maintenance benefits on a retrospective basis; b) allow for the categorization of maintenance costs across categories enumerated in federal statute that describes allowable costs for purposes of local and state aggregate data analysis; c) take the eligibility data captured on the parent and the child and allow for both the payment of the child's cost of care under the parent's Title IV-E case and the issuance of a Medicaid card showing the child as recipient; d) allow for claiming and payment of different levels of care with different rate systems; e) allow for one time allowable costs, i.e.,, initial clothing, graduation expenses; f) allow for the issuance of a Medical or Medicaid card; g) automate the current claiming mechanism for purchased placement services, group homes, and children residential centers; h) provide automation of the invoicing process. Currently, 75 percent of all payments are claimed through a paper invoicing system; i) allow OCS to record all foster care costs for all children in its care, number of placement days and costs in SACWIS; j) allow for a two year claiming window for unclaimed costs, consistent with federal regulations; k) establish a payment history for editing and auditing purposes at the State level and reconciliation purposes at the OCS level; l) allow for the reporting and paying of over and underpayment discovered during the local reconciliation process; m) allow secured access for juvenile courts and other public entities (Office of Youth Services), contractually allowed to make claims to the Title IV-E eligibility and payment sequence for purposes of claiming costs for reimbursable youth as defined via an Inter-Agency agreement with OCS that allows that entity to make claim for its eligible population).	Functional	No	State Only	FM02-BS, FM03-BS	FM02-UC, FM05-UC, FM06-UC, FM07-UC, FM08-UC
LA285: The Louisiana SACWIS must perform the following functions for Adoption Assistance: a) provide for payment of Adoption Assistance subsidies and Medicaid cards prospectively for a month and maintain payment history as provided in the current system; b) allow for the claiming and automated payment of Non-Recurring Adoption Costs c) allow for retroactive payments beyond the two-year window when directed as the result of a state hearing to do so. (Federal regulations allow some costs to be claimed and paid that were incurred outside the two-year claiming window).	Functional	No	Federal Mandatory	FM02-BS, FM03-BS, FM10-BS, FM12-BS, SM23-BS, SM24-BS	FM02-UC, FM05-UC, FM07-UC, FM16-UC, FM18-UC, FM22-UC, FM24-UC, SM30-UC, SM31-UC, SM32-UC

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LA286: The Louisiana SACWIS design must facilitate auditing of computer files and paper records and provide for audit trails throughout the system. Audit trails must be provided in the SACWIS to allow information on source documents to be traced through the processing stages to the point where the information is finally recorded. The ability to trace data from the final place of recording through to the source document must also exit. These audit trails are desired to be supported by listings, transaction reports, update reports, transaction logs, and error logs.	Functional	No	Federal Mandatory	FM01-BS, FM02-BS	FM01-UC, FM02-UC, FM03-UC, FM05-UC
LA287: The SACWIS Interim Final Rule requires that SACWIS provide for timely and automated exchange of information between SACWIS and the following systems: title IV-A (AFDC), title IV-D (child support), title XIX (Medicaid) and NCANDS.	Functional	No	Federal Mandatory	FM03-BS, SM01-BS	FM07-UC, SM01-UC, SM02-UC, SM03-UC
LA288: Maintain and report all personnel transactions and (1) track records of employees, including name, employee number, address, telephone numbers, classification, cost center, position control number, accrual date, disciplinary actions, termination data, and office/(2) program assignments. (1) and (2) are mandatory	Functional	No	Federal Mandatory	WM01-BS	WM01-UC, WM02-UC, WM03-UC
LA289: Maintain other demographic data such as sex, ethnicity, date of birth, education, professional licenses and affiliations, language proficiencies, specialized casework skills and training competencies and driver's license data.	Functional	No	Federal Mandatory	WM01-BS	WM01-UC, WM02-UC, WM03-UC
LA290: Record results of criminal records checks.	Functional	No	Federal Mandatory	PM01-BS, PM02-BS, PM03-BS, WM01-BS	CM15-UC, WM01-UC
LA291: Match staff expertise with specified case requirements and generate a list of staff appropriate for each case assignment.	Functional	No	Federal Optional	WM02-BS, WM03-BS	WM04-UC, WM05-UC, WM06-UC, WM07-UC
LA292: Track all vacancies, staff on leave, new hires, temporary positions, etc. to correlate with number of allocated staff and FTE (full time equivalent) counts for analysis and understanding of staffing patterns, vacancy and turnover rates.	Functional	No	Federal Optional	CM13-BS, WM01-BS	CM16-UC, WM01-UC, WM03-UC
LA293: Automate interfaces, notifications or forms with other potential supplemental SACWIS modules or external systems requiring employee specific data.	Functional	No	Federal Both	CM02-BS, WM01-BS	CM02-UC, WM01-UC
LA294: Provide for the complete performance, planning, and evaluation review process for staff.	Functional	No	Federal Optional	WM01-BS	WM03-UC
LA295: Support the agency's policies and procedures related to worker safety and violence in the workplace.	Functional	No	Federal Optional	CM04-BS, WM01-BS	CM04-UC, WM02-UC

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LA296: Provide online tracking and reporting of all safety related incidents and notifications to staff regarding specific high risk or other alerts to keep staff informed and safe.	Functional	No	State Only	SM01-BS, SM05-BS, SM07-BS, WM01-BS	SM01-UC, SM02-UC, SM03-UC, SM08-UC, SM10-UC, SM12-UC, WM03-UC
LA297: Provide for narrative entry of case specific safety related information.	Functional	No	State Only	SM01-BS, SM05-BS, SM07-BS	SM01-UC, SM02-UC, SM03-UC, SM08-UC, SM10-UC, SM12-UC
LA298: Reassign caseloads based upon circumstances (i.e. worker terminates employment; transferring cases between parishes) and maintains assignment history.	Functional	No	Federal Mandatory	WM02-BS	WM05-UC
LA299: Online alerts for supervisors and a management tool for measuring the workload status of workers and completed checklists of activities.	Functional	No	Federal Both	CM01-BS, WM02-BS, WM03-BS	CM01-UC, WM04-UC, WM05-UC, WM06-UC, WM07-UC
LA300: Identify, track, assign and notify on-call staff based on predetermined agency variables.	Functional	No	Federal Mandatory	WM02-BS, WM03-BS	WM04-UC, WM06-UC, WM07-UC
LA301: Update caseloads as new assignments are made and provide "at a glance" caseload and staffing data for supervisors and managers, including but not limited to statewide roll-ups for caseload counts and staff allocation by program, area, or unit with vacancy rates and deviations denoted.	Functional	No	Federal Both	WM02-BS, WM03-BS	WM04-UC, WM05-UC, WM06-UC, WM07-UC
LA302: Provide "to do" lists and prioritization of alerts by priority dated and required actions for workers and supervisors to include such items as court dates, report due dates, FTC dates, appointments, merit increase dates, performance planning and review dates.	Functional	No	Federal Both	CM01-BS, CM02-BS, CM05-BS	CM01-UC, CM02-UC, CM06-UC
LA303: Support the tracking of data related to the OCS and provider staff and their special abilities and skills such as knowledge of sign language or foreign language or sexual abuse expertise.	Functional	No	Federal Optional	WM01-BS	WM02-UC, WM03-UC
LA304: Provide a calendar and listing of all scheduled courses, frequency of course, location of course. Courses are not limited to OCS training but should include CPTP training, LASER's workshops and other conferences, seminars and informative events.	Functional	No	Federal Optional	WM01-BS	WM03-UC
LA305: Track all employee training needs and attendance from point of employment to monitor compliance of training policy and to capture staff acquired skills and competencies.	Functional	No	Federal Optional	WM01-BS	WM03-UC
LA306: Make training information, tips and how-to's available to workers via OCS Intranet.	Functional	No	Federal Optional	CM04-BS, WM01-BS	CM04-UC, WM03-UC

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LA307: Training registration, acceptance, approval and attendance should be online for workers, supervisors and management.	Functional	No	Federal Optional	WM01-BS	WM03-UC
LA308: (1) Record the ongoing training activity of employees, supervisors, and (2) providers and (3) notify parties of mandatory training opportunities (4) with automated scheduling based on policy requirements. NOTE: (1) and (2) are optional while (3) and (4) are not federal requirements	Functional	No	Federal Optional	WM01-BS	WM03-UC
LA309: (1) Track required caseworker and supervisor training to assure that mandated training requirements are met and (2) produce online and hardcopy lists of individuals in danger of noncompliance. NOTE: (1) is optional while (2) is not a federal requirement	Functional	No	Federal Optional	WM01-BS	WM03-UC
LA310: Track optional courses taken by staff, employees or providers to document a skill base.	Functional	No	Federal Optional	WM01-BS	WM03-UC
LA311: Provide training information to assist with assignment of appropriate staff to various caseloads.	Functional	No	Federal Optional	WM01-BS, WM02-BS, WM03-BS	WM03-UC, WM04-UC, WM05-UC, WM06-UC, WM07-UC
LA312: Track training information on start date, completion status, attendance incentives, credits or special certification.	Functional	No	Federal Optional	WM01-BS, WM02-BS, WM03-BS	WM03-UC, WM04-UC, WM06-UC, WM07-UC
LA313: Track training budget and expenditures by cost center, area, program, type, vendor and other defined categories to assure up to date monitoring of training.	Functional	No	State Only	FM01-BS, FM02-BS, WM01-BS	FM01-UC, FM02-UC, FM27-UC, WM03-UC
LA314: Provide online query capability by employee, training type, course name and date. Interface or replace the OCS Training Data System (TDS) for tracking of state and parish staff training and trainers.	Functional	No	Federal Optional	CM12-BS, WM01-BS	CM14-UC, WM03-UC
LA315: To assure accurate tracking of clients and providers served by OCS.	Technical	Yes			
LA316: Various views must be made available to support on-line query and reporting, based on the needs of OCS personnel.	Technical	Yes			
LA317: The Louisiana SACWIS should be designed to eliminate data redundancy as much as possible and to prevent unnecessary movement through fields during data entry.	Technical	Yes			

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LA318: SACWIS requires a robust client/server WEB environment. The construction tool chosen to develop the application should be comprehensive, flexible, inexpensive, and have a good chance of being supported by its Proposer for years into the future. The SACWIS physical application architecture should be compliant with DSS information systems standards, compatible with existing and planned hardware and software, and flexible so that it will support the implementation of the system, as well as allow for changes, such as reorganization or changes in workflow, which may impact the overall configuration.	Technical	Yes			
LA319: To provide for a structured system development methodology.	Technical	Yes			
LA320: To provide for flexibility in development and modification of the application.	Technical	Yes			
LA321: To provide for assurance of ease in portability and scalability in implementing the application.	Technical	Yes			
LA322: To provide for remote maintenance and diagnostic capability.	Technical	Yes			
LA323: To provide for information access strategy which includes a data mart or data warehousing approach to information management and storage.	Technical	Yes			
LA324: The use of a construction tool to provide a robust environment of windows objects for displaying and entering data, as well as controlling navigation, providing messages to users, and offering general and context specific help will be important.	Technical	Yes			
LA325: Systems modeling using entity relationships, function hierarchy, data flows, matrix modeling, or process model definitions is expected to exist to reveal the system structure and interrelationship of all system objects. Use of design wizards and templates along with a centralized repository of components are required to assure ease of maintenance and consistent enterprise wide standards. Generated models should be able to not only include multiple screen layouts and multiple navigational choices (menus, buttons, pop-up-lists, scroll bars) but also offer multiple controls and deliver the native look and feel whether WEB accessed or direct accessed.	Technical	Yes			
LA326: To perform a capacity analysis of the OCS platform environment.	Technical	Yes			

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LA327: To prepare a resource requirements document detailing CPU, data storage, print, memory and time estimates for transaction and batch processes required for test, conversion and development of SACWIS.	Technical	Yes			
LA328: To provide for the methodology, findings, and recommendations from the capacity analysis and a summary of the resource requirements document contained in a capacity analysis document. This analysis must be developed and conducted following the development of the Louisiana SACWIS system requirements document. This analysis must be maintained and refined during the production of the detailed system design.	Technical	Yes			
LA329: To provide for a conceptual system design (CSD). The CSD must address the generic architecture of the system identifying the overall logical flow and the system functions. In addition, the CSD must address preliminary screen and report layouts, and preliminary design for notices and forms. In developing screen, report or other layouts, the Contractor is encouraged to perform prototyping to enable OCS staff to review and approve designs throughout the design process. The CSD must be developed according to DSS and OCS documentation standards.	Technical	Yes			
LA330: To provide for a detailed system design (DSD). The DSD must address database design documentation including entity-relationship diagrams (ERD), data flow diagrams and data dictionaries. The SACWIS DSD must include screen and report layouts as well as notice and forms formats. Details of inputs, outputs, descriptions of functions and processes, and edits must be addressed in the DSD. Appropriate diagrams of application software design, including back-up and recovery must be included. The DSD must be the basis for development of all applications software in the Louisiana SACWIS.	Technical	Yes			
LA331: To provide for a detailed description proposing how security features will be implemented, including what products will be used. Proposed levels of security, limitations of capabilities, and required protocols must be provided. The format and content of security tables must be included, as well as the recommended starting point for establishing security profiles.	Technical	Yes			

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LA332: To provide for periodic transfer via tape or electronic batch file transfer between SACWIS and LAMIS (IV-A), LASES (IV-D), Medicaid (Title XIX), etc.	Technical	Yes			

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